

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Aquatics Coordinator

BAND	GRADE	
NE	618	
DEPARTMENT: Parks & Rec/Aquatics	ACCOUNTABLE TO: Aquatics Supervisor	FLSA STATUS: Non-exempt
CLASS SUMMARY: Incumbents are responsible for coordinating and administering water exercise programs. Duties include: developing water exercise programs such as deep water aerobics, walking classes, aqua-dance, senior aerobics, etc. to teach the general public, including those with special needs; notifying the public of program activities, times and locations; determining the presentation method; distributing informational or educational materials; and training and scheduling lifeguards/water exercise instructors for the various exercise programs.		
DISTINGUISHING CHARACTERISTICS: The Aquatics Coordinator is a stand-alone classification. The Aquatics Coordinator is distinguished from all other classifications due to the unique duties performed specific to Aquatics programs.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FRE-QUENCY	
1.	Develops and administers programs for various aquatics classes, to include creating exercise classes such as regular deep water aerobics, Watsu therapy, walking classes, aqua-dance, water aerobics, senior aerobics, baby swimming lessons, aqua-magic wellness, etc.	Daily	
2.	Develops informational and instructional materials for classes, including coordinating classes and movements with local physicians for those with special needs.	Daily	
3.	Schedules classes by determining the length of classes; determining dates, times and locations; and, notifying the public, schools or community groups.	Daily	
4.	Schedules and instructs training for lifeguards/water safety instructors in teaching the various classes to the general public.	Daily	
5.	Writes and prepares written reports of programs, ensuring classes are documented.	Daily	

Rev. 06/07

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6.	Maintains records and reports to obtain, verify and update information on program attendance, program costs, and income generated.	Daily	
7.	Performs other duties of a similar nature or level.	As Required	

Knowledge (position requirements at entry):

Knowledge of:

- Area of instructional presentation such as water aerobics, water therapy, etc;
- Presentation techniques;
- Learning characteristics of age groups and those with disabilities.

Skills (position requirements at entry):

Skill in:

- Developing and administering aquatics therapy programs;
- Teaching and/or providing instruction to all ages groups;
- Giving presentations;
- Organizing and scheduling classes;
- Using computers and related software applications;
- Maintaining required records and reports;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

- High School Diploma or General Equivalency Diploma (G.E.D.);
- Six months to one year of advanced study or training in Aquatics-related fields;
- Four years experience, including instructional experience

or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

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Licensing Requirements (position requirements at entry):

Position requires:

- Valid Arizona Driver's License;
- CPR and First Aid Certification issued by the American Red Cross; and
- Water Instructor Certification issued by the National Arthritis Foundation.

Physical Requirements:

Positions in this class typically require: stooping, kneeling, sitting, mobility, reaching, standing, fingering, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Classification History:

Date: 07/98

Revised: 08/00; 6/03 (SM); 06/07 (jls)